

**DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.**  
**FOURTH QUARTER MEETING**

**Minutes of Tuesday, November 19, 2002**

The fourth quarter meeting of the Delaware Public Purchasing Association, Inc. for 2002, was held at the Charcoal Pit, New Castle, Delaware and hosted by New Castle County.

Those in attendance were: Mike Sabol, Support Services; Lori Gooch, DE State Police; Sandra Skelley, DHSS; Hilda Balascio, NCC; Ruth Kowalski, NCC; Shawn Tucker, NCC; Tim McMahon, City of Wilmington; Tina Romano, City of Wilmington; Janet Schukoske, OMWBE; Mary Ellen Saunders, DHSS; Dot Pecqueur, NCC; Andria Smith, NCC; Jennifer Hutchings, DCSE; Charlie Boyer, Town of Smyrna; Joe Loureiro, DHSS; Mike Conaway, Support Services; Arnold Cookson, Support Services; and Jose Quintana, DE National Guard.

1. Opening of the Meeting

- a. Mike Sabol, President, called the meeting to order at 10:14 a.m.
- b. Mike suggested that everyone introduce themselves for the new members.

2. Reading of the Minutes

- a. Mike Sabol suggested suspending the formal reading of the September 17, 2002, meeting minutes. Hilda Balascio made the motion and Joe Loureiro seconded, motion carried.
- b. Mike Sabol commented that any changes to the minutes are to be discussed with Lori Gooch.

3. Committee Reports

a. Treasurer's Report – Mike Conaway

Mike Conaway went over the submitted report.

Previous Balance	\$5,437.64
Total Income	<u>35.00</u>
Subtotal	\$5,472.64

Total Expenses	<u>194.20</u>
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Ending Balance \$5,278.44

b. Finance Committee – No report

Andria Smith did not have a report to submit. Mike Sabol suggested that all committees submit their budget for 2003.

c. Membership Committee – No report

Mary Ellen Saunders stated that Peter Gregg was supposed to send out letters to other procurement professionals that he had contact with in lower Delaware. Peter was given the letterhead to do so, but he did not attend this meeting to get an update. Jose Quintana is our newest DPPA member. Mike Sabol suggested sending welcome packets out to our new members to include: membership handbook, brochures, membership directory, chapter pin, certificate of membership and strategic plan. When handling new members, Mike Sabol suggested that a copy of the application be sent to the President, so that he can notify all the appropriate committees. The original application and check are to be sent directly to the Treasurer. Charlie Boyer and Jennifer Hutchings have not been sent membership certificates.

d. Program Committee – No report

An afternoon program was not scheduled for this meeting but there was a networking session.

e. Awards and Scholarship Committee – Sandra Skelley

Sandra Skelley distributed a draft policy to the members and requested that any changes or comments be sent to her via e-mail, [sskelley@state.de.us](mailto:sskelley@state.de.us), or fax at 302-577-4629 or 302-255-4436. Mike Sabol would like to have a vote on this policy at the next quarterly meeting.

f. Chapter Liaison – Mike Sabol

Mike Sabol asked if anyone from DPPA attended the Region I Conference in Atlantic City, NJ. New Castle County did attend and Mike asked that they give a short presentation. The conference was held at the Tropicana Hotel and about eighty to one hundred people attended. There wasn't a trade show or goody-bags but the location was great. A few of the topics included the Port Authorities response to the 9/11 disaster, NJ laws regarding collusion, and a vendor demonstration of an on-line vendor application system. Most attendees were from New Jersey.

g. Education Committee – No report

Mike Sabol will contact Peter Gregg to see what the status is on the draft reimbursement policy.

h. Strategic Planning Committee – Janet Schukoske

Janet Schukoske distributed a draft Strategic Plan Policy. Any changes or comments can be sent to her via e-mail, [jschukoske@state.de.us](mailto:jschukoske@state.de.us). Mike Sabol suggested that besides educational programs include the Reimbursement Policy for Education and the Awards and Scholarship Policy, which are other reasons we are trying to improve our finances. The Strategic Plan is something that changes with the times and is used as a guideline for the organization. This plan will also help keep the same goal so when the leadership changes you won't change the way everything is done. This plan will also be included with the membership packet.

4. Unfinished Business – Lori Gooch

- a. Sandra will submit final Region I Conference report. Copy will be kept with meeting minutes.

5. Election of 2003 Officers – Mary Ellen Saunders

- a. Mary Ellen started by going over the ballot as sent out to all members. The nominees are Mike Sabol, President; Sandra Skelley, First Vice President; Hilda Balascio, Second Vice President; Mike Conaway, Treasurer; and Lori Gooch, Secretary.
- b. Mary Ellen asked if anyone else would like to be added to the ballot. No additional names were added and the nominations were closed. All members were in favor of the slate as written.
- c. The new DPPA Officers for 2003 are as follows:

President – Mike Sabol  
First Vice President – Sandra Skelley  
Second Vice President – Hilda Balascio  
Treasurer – Mike Conaway  
Secretary – Lori Gooch

6. New Business – Mike Sabol

- a. The topic of state contracts was brought up and all comments and questions regarding these contracts are to be referred to the P2 Hotline, 302-739-5569, web site, [www.p2.state.de.us](http://www.p2.state.de.us), or e-mail, [p2@state.de.us](mailto:p2@state.de.us).
- b. Members had a discussion on Partners in Procurement and reverse auctions.
- c. Janet Schukoske, from the Office of Minority and Women Business Enterprise, gave an update on what the state is doing in this area. The training has been completed for most state agencies. Any information that is needed can be obtained from their website: [www.state.de.us/omwbe/](http://www.state.de.us/omwbe/). They currently have 370 vendors on the certification directory.
- d. NIGP sent out information regarding their Learning and Education to Advance Procurement (LEAP) Program to all chapters. NIGP and Florida Atlantic University have linked to allow members to get certifications and degrees in procurement. They have requested a donation from chapters to go towards the development and implementation of this program. Mike Sabol asked if DPPA wanted to make a contribution towards LEAP. Dot Pecqueur made a motion to send \$100 and Hilda Balascio seconded. The members voted 11 to 6, motion carried. Mike Conaway will generate the check to NIGP LEAP Program.
- e. The 2003 meeting schedule: February 18<sup>th</sup> – Support Services; May 20<sup>th</sup> - City of Wilmington; August 19<sup>th</sup> – Delaware State Police; and November 18<sup>th</sup> - New Castle County

7. First Quarter Meeting

- a. The first quarter meeting for 2003 is scheduled for February 18, 2003, at 10:00 a.m. The meeting will be hosted by Support Services in Dover, DE.

8. Lunch Break

9. Afternoon Program

- a. No afternoon program was scheduled but members had the opportunity to network.
- b. Mike Sabol thanked New Castle County for hosting the meeting.

10. Meeting Adjourned

- a. Mike Sabol adjourned the meeting at 1:17 p.m.